DOCUMENT RESUME

ED 239 394 EA 016 354

TITLE	Affirmative Action Plan.
INSTITUTION	Oklahoma State Dept. of Education, Oklahoma City.
PUB DATE	30 Jun 83
NOTE	49p.; Portions of document may not reproduce due to small print.
PUB TYPE	Legal/Legislative/Regulatory Materials (090) -- Guides - Non-Classroom Use (055)
EDRS PRICE	MF01/PC02 Plus Postage.
DESCRIPTORS	*Affirmative Action; Compliance (Legal; Educational Administration; Employed Women; *Employment Patterns; *Employment Practices; *Equal Opportunities (Jobs); Grievance Procedures; Minority Groups; *Personnel Policy; Racial Balance; *State Departments of Education
IDENTIFIERS	Equal Employment Opportunity Act 1972; *Oklahoma

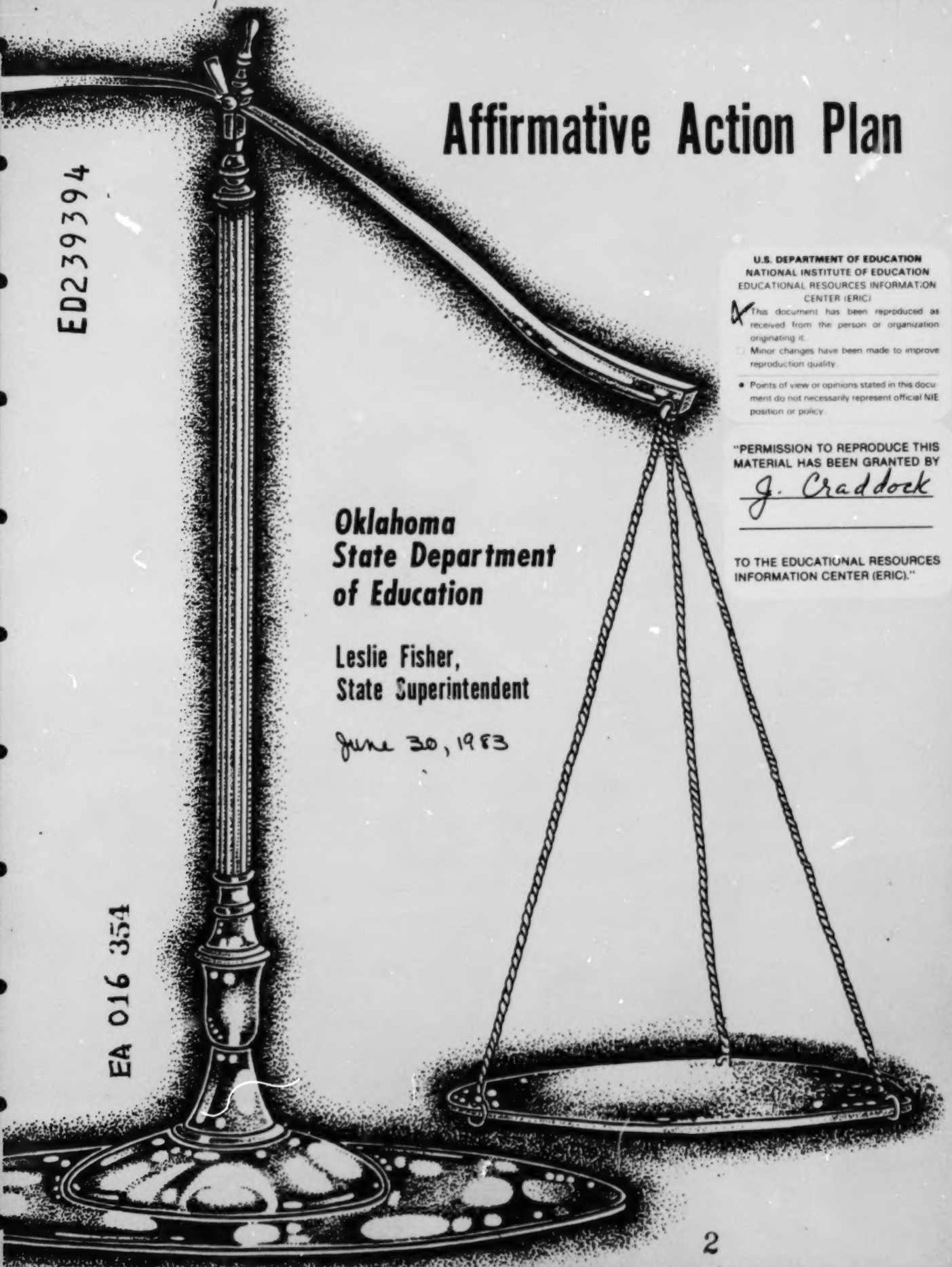
ABSTRACT

As mandated by law, this 1983 revision describes the Oklahoma State Department of Education's Affirmative Action Plan and analyzes the employment patterns of the department's work force for that year in light of equal employment opportunity goals. Following a brief policy statement, the development, dissemination, and implementation of the plan are reviewed. Procedures for self-evaluation of progress toward compliance are outlined. An examination of the organization's present work force analyzes the 546 employees in 5 job categories by sex and minority status. Tables present additional information including county work force employed/unemployed statistics, a comparison with the Oklahoma work force, a comparison of the 1982 and 1983 department work force, an underutilization analysis, and 1984 hiring goals. Cited as the plan's general goal is increased minority representation in all job categories. Present policies of job structuring, upward mobility, recruitment, selection, placement, and other personnel actions are evaluated, and objectives, a time table, and implementation activities are presented for each. Employee grievance procedures for resolving complaints of discrimination and a copy of the department's Equal Employment Opportunity Commission State and Local Government Information form are also included. (MJL)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED239394

Affirmative Action Plan



U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☑ This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official NIE position or policy.

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

J. Craddock

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

Oklahoma State Department of Education

Leslie Fisher,
State Superintendent

June 30, 1983

EA 016 354

This publication, printed by Oklahoma State Department of Education Printing Services, is issued by Oklahoma State Department of Education as authorized by Leslie Fisher, State Superintendent of Public Instruction. 800 copies have been prepared and distributed at a cost to the taxpayers of the State of Oklahoma of $879.91.

AFFIRMATIVE ACTION PLAN

Oklahoma State Department of Education

EMPLOYEE STATISTICS AS OF JUNE 30, 1983

546 Employees

Leslie Fisher

Leslie Fisher, State Superintendent of Public Instruction

Violet D. Keef

Violet Keef, Director of Personnel and Affirmative Action

OKLAHOMA
STATE DEPARTMENT OF EDUCATION

Oliver Hodge Memorial Education Building
2500 North Lincoln Boulevard
Oklahoma City, Oklahoma 73105

State Department of Education

Associate
Deputy Superintendents
JACK STRAHORN
TOM CAMPBELL
JOHN FOLKS

LESLIE FISHER, Superintendent
LLOYD GRAHAM, Deputy Superintendent
2500 North Lincoln Boulevard
Oklahoma City, Oklahoma 73105

Assistant Superintendents
MURL VENARD, Finance
J.D. GIDDENS, Instruction
FRED JONES, School Lunch

This document is produced pursuant to the requirements of Federal Executive Orders 11246 and 11375 as amended: the 1972 Equal Employment Opportunity Act under Title VII of the Civil Rights Act, Title IX of the Education Amendments of 1972, Sec. 504 of the Rehabilitation Act of 1973, and other federal and state laws and regulations.

The object of this plan is to enforce the concept of equal opportunity in all phases of employment. Applicants for employment and employees will be considered and evaluated on the basis of job-related qualifications and individual abilities without regard to race, color, religion, sex, age, handicap, or national origin.

Responsibility for auditing records and preparing reports relating to equal employment opportunity and affirmative action programs is assigned to Violet G. Keef, director of personnel. Mrs. Keef will report progress and problem areas to me.

As Superintendent of Public Instruction and President of the State Board of Education, it is my responsibility to insure equal opportunity in the State Department of Education. I urge all personnel, both supervisory and nonsupervisory, to participate in the implementation of this program so that the objective of equal employment opportunity may indeed become a reality.

Sincerely,

Leslie Fisher
State Superintendent

State Department of Education

Associate
Deputy Superintendents
JACK STRAHORN
TOM CAMPBELL
JOHN FOLKS

LESLIE FISHER, Superintendent
LLOYD GRAHAM, Deputy Superintendent
2500 North Lincoln Boulevard
Oklahoma City, Oklahoma 73105

Assistant Superintendents
MURL VENARD, Finance
J.D. GIDDENS, Instruction
FRED JONES, School Lunch

POLICY STATEMENT

The Administration of the Oklahoma State Department of Education will enforce the concept of equal opportunity in all phases of employment. Applicants and employees will be considered and evaluated on the basis of job-related qualifications and individual abilities without regard to race, color, national origin, ethnic background, political party, religion, age, sex, or handicap.

Affirmative Action is taken to ensure that all applicants receive fair consideration for employment and that all employees are treated equally and without discrimination during employment. This applies to every phase of employment including rates of pay, fringe benefits, upgrading, training, transfers and terminations.

Any person who feels discriminated against for any reason shall have full right of appeal in accordance with established procedures.

Leslie Fisher

Leslie Fisher
State Superintendent

TABLE OF CONTENTS

Page

STATEMENT FROM DR. LESLIE FISHER 1

POLICY STATEMENT 2

AFFIRMATIVE ACTION PLAN COMPONENTS

1. Policy Statement 4

2. Development, Dissemination and Implementation

   (a) Development 5
   (b) Dissemination 6
   (c) Implementation and Maintenance 7

3. The Procedure to be Used in Monitoring Progress 9

4. An Analysis of the Organization's Workforce 10

5. Utilization/Availability Analysis 11

   State of Oklahoma Employment Status 12
   State Department of Education Workforce Analysis 13
   Present Staffing Percentages 14
   Percentages of Workforce by Race and by Sex 15
   State Dept. of Education Comparison With Statewide Workforce. 16
   Workforce Comparison of June 30, 1982 and June 30, 1983 17
   Underutilization Analysis 18
   Hiring Goals 19

6. Purposes and Objectives

   (1) Job Structuring and Upward Mobility 20
   (2) Recruitment 22
   (3) Selection, Appointment, and Placement 25
   (4) Other Personnel Actions 26
   (5) Training 28

7. Grievance Procedure 29

8. EEO-4 Summary 34

AFFIRMATIVE ACTION PLAN

OKLAHOMA STATE DEPARTMENT OF EDUCATION

1. STATEMENT OF NONDISCRIMINATION POLICY

The State Board of Education and the State Superintendent of Public Instruction believe in equal employment opportunity for all citizens, therefore, the Oklahoma State Department of Education has had a written Affirmative Action Plan in operation since May 24, 1974.

Affirmative Action is taken to ensure that all applicants receive fair consideration for employment and that all employees are treated equally and without discrimination during employment. This applies to every phase of employment including rates of pay, fringe benefits, upgrading, training, transfers and terminations.

Any person who feels discriminated against on the basis of race, color, religion, sex, national origin, handicap, age, or other factor shall have full right of appeal in accordance with established procedures.

The Oklahoma State Department of Education, in compliance with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Sec. 504 of the Rehabilitation Act of 1973, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid, educational and counseling services.

The Affirmative Action Policy for the Oklahoma State Department of Education is printed on page vi of the Personnel Policies.

AFFIRMATIVE ACTION POLICY
OKLAHOMA STATE DEPARTMENT OF EDUCATION

"Equal employment opportunity will be assured in the State Department of Education and Affirmative Action provided in its administration. Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline or any other aspect of personnel administration because of such individual's race, color, religion, sex, handicap, age or national origin will be prohibited.

Personnel will be selected, appointed, assigned, and promoted on the basis of competency, qualifications, fitness for the job, and promise of future growth and development regardless of age, sex, religion, handicap, political party, veteran's status, national origin, or ethnic background.

The State Department of Education will cooperate with the Office of Personnel Management on the review and validation of written tests, rating procedures, minimum qualifications required for positions, and other selection devices.

Employees who conduct employment selection interviews will be instructed in proper selection procedures. No question may be asked of any applicant which might seem to cause discrimination because of race, color, religion, sex, handicap, age or national origin. An analytical review of reasons for selections and rejections will be made.

The State Department of Education has written personnel policies approved by the State Board of Education covering department procedures and regulations including leave benefits and retirement policies, which shall be administered fairly to all employees regardless of race, color, religion, sex, handicap, age or national origin.

If an applicant for any position with the State Department of Education believes that he or she was in any way discriminated against by a representative of the State Department of Education because of his or her race, creed, color, sex, handicap, age or national origin, then he or she may appeal to the State Superintendent in writing, delivered within five (5) days from the date the alleged discrimination occurred."

2. DEVELOPMENT, DISSEMINATION AND IMPLEMENTATION

(a) Development

The Affirmative Action Plan was developed by the Personnel Director after attending a workshop on Affirmative Action held by the Civil Rights Commission for all state agencies and sponsored by former Governor Hall. After the Plan's development, it was reviewed by the Assistant State Superintendents, the Deputy State Superintendent, and the State Superintendent and sent to the Oklahoma State Board of Education for their review and approval. It was first approved May 24, 1974.

The Affirmative Action Plan and Grievance Policy were first distributed to all employees on June 4, 1974, attached to a memo from Mr. Lloyd Graham, Associate Deputy State Superintendent and Executive Secretary of the State Board of Education. The memo read as follows:

"Upon the recommendation of Dr. Leslie Fisher, State Superintendent of Public Instruction, the State Board of Education approved the attached Affirmative Action Plan for the State Department of Education in its regular meeting of May 24, 1974. These are the guidelines which will be used in all personnel actions in this department.

The leadership, strength, effectiveness, achievement and influence of the State Department of Education depends on the abilities and the willingness of all department personnel. Therefore staff will be carefully selected, appointed, assigned, and promoted on the basis of competency, qualifications, fitness for the job, and promise of future growth and development regardless of age, sex, religion, political party, veteran status, national origin, or ethnic background."

The Affirmative Action Plan was printed in the Personnel Policies of the Oklahoma State Department of Education and distributed to all employees and other interested parties in early March of 1975.

In August of 1976, the Affirmative Action Plan was evaluated and rewritten, the Grievance Policy was written as a separate document, and the department Personnel Policies were updated and improved. These were presented to the State Board of Education at their regular meeting on September 28, 1976, and were approved.

In early 1978 the Affirmative Action Plan was published as a separate document in booklet form. It has been revised and published annually since that time.

(b) Dissemination

The Affirmative Action Plan, after its annual updating and revision, is submitted to the Oklahoma Office of Personnel Management for approval. Upon approval by both the OPM and the State Board of Education, it is published and distributed to each employee of the State Department of Education. Each new employee hired is given a copy during the orientation. Copies are sent to interested agencies, both federal and state, and given to any interested party upon request.

Personnel Policies are published with the affirmative action policy statement, prohibiting discrimination on the basis of race, color, religion, sex, age, handicap, or national origin in all phases of employment (page vi). The second section of the Personnel Policies booklet is the Grievance Procedures which explain rules to be followed on dissatisfaction with any aspect of working conditions or working relationships. The third section of the Personnel Policies booklet is the Reduction-in-Force Plan which explains to employees exactly how a necessary reduction in staff would be handled.

Immediately upon receipt, the Personnel Policies are distributed with a personal copy to each employee and other interested parties. New employees each receive a copy of Personnel Policies as a part of their orientation. A copy of the Personnel Policies with Affirmative Action Statement, Grievance Procedures and Reduction-in-Force Plan is also available to anyone upon request.

(c) Implementation and Maintenance

The Oklahoma State Board of Education is a constitutional board which is the governing board of the State Department of Education. This Board adopts policies and makes rules and regulations for the operation of the State Department of Education and the public school systems of the State. This is required by Oklahoma State Law. The State Superintendent of Public Instruction is a member and president of the Board. The Director of Personnel and Affirmative Action, and Title IX Coordinator is Violet Keef. We have no specific funds for affirmative action; any monies spent are taken from the regular educational budget.

The Director of Personnel Services, Violet G. Keef, is appointed Affirmative Action Officer for the Oklahoma State Department of Education. In implementing the Affirmative Action Program, Mrs. Keef's responsibilities will include, but not be limited to:

1. Preparing suggested policy statements, Affirmative Action Program changes, and developing internal and external communication techniques.

2. Assisting in the identification of problem areas and establishment of goals and objectives.

3. Assisting management in arriving at solutions to personnel related problems.

4. Reporting to the State Superintendent: The need for remedial action, the degree to which goals and objectives have been attained, the effectiveness of the program, and the latest development in the entire equal opportunity area.

5. Serving as liaison between the Oklahoma State Department of Education and State and Federal enforcement agencies.

6. Serving as liaison between the Oklahoma State Department of Education and Minority organizations, women's organizations, and community action groups concerned with employment opportunities of minorities, women and handicapped.

7. Serving as liaison with the Office of Personnel Management to better promote the cause of Affirmative Action.

8. Being actively involved with local minority, women's and handicapped organizations, community action groups, and community service programs.

9. Auditing of hiring and promotion patterns to remove impediments to the attainment of goals and objectives.

10. Periodically checking to insure compliance with State and Federal laws, rules and regulations on Affirmative Action, Title IX & Sec. 504. of the Rehabilitation Act of 1973.

The Equal Opportunity Clause will be incorporated in all future personnel applications, job announcements, booklets or other publications, and reads as follows:

The Oklahoma State Department of Education, in compliance with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Sec. 504 of the Rehabilitation Act of 1973, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, or handicap in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid, educational and counseling services.

3. THE PROCEDURE TO BE USED
IN MONITORING AND EVALUATING PROGRESS

A goal of the State Department of Education is to develop a program for assuring the attainment of compliance with Affirmative Action Title IX, and Sec. 504 laws. One of the activities in the achievement of this goal is to establish criteria for a continuous evaluation of the department's procedures for complying.

The responsibility of the self-evaluation is assigned to a committee of three: Mr. Jack Strahorn, Associate Deputy State Superintendent; Mr. Lloyd Graham, Deputy State Superintendent; and Mrs. Violet Keef, Director of Personnel Services.

The self-evaluation will be done annually to keep current and updated on equal employment opportunities in the State Department of Education. Our original target date was September 30, 1976, and was met.

Because of being a relatively small agency, statutory limitations of staff, and having a low turnover of personnel, definite numbers of "new hires" cannot be set. However, minorities and women are given high consideration for vacancies. In the past year, women have been promoted into higher positions, and several positions usually filled by women have been upgraded. More women and minorities in the Department will be upgraded as budgetary allowances permit.

ACTIVITIES

1. Continue to re-examine the employment patterns and utilization of women and minorities at all levels of employment with the intent of providing a better balance of sex and minorities in the Department as vacancies occur.

2. Continue to re-examine our policies and practices to determine if any policies and practices are discriminatory towards race, color, religion, sex, age, handicap, or national origin.

3. Continue an employee training program to enhance compliance with Title IX and Affirmative Action laws.

4. To act promptly upon any grievance charges that we might have.

5. To report findings by the Evaluation Committee to the State Superintendent of Public Instruction. Modify policies and procedures as needed to comply with the Affirmative Action Plan.

6. Evaluate progress on achieving objectives developed for the Affirmative Action Plan on an annual basis and monitor the implementation and success of the activities designed to achieve the stated objectives.

4. AN ANALYSIS OF THE ORGANIZATION'S PRESENT WORK FORCE

Employment data as of June 30, 1983, shows that the Oklahoma State Department of Education had a total of 546 employees of which 163 are male and 383 are female. Of this number, 52 are minorities.

The break-down of job categories shows there are 83 Officials and Administrators. This total consists of two (2) Black females, twenty-four (24) White females, two (2) Indian females, one (1) Hispanic female, one (1) Indian male, one (1) black male, and fifty-two (52) White males.

There are 287 Professionals in the State Department of Education. This total consists of eleven (11) Indian females, four (4) Black females, one (1) Asian female, one hundred and seventy-two (172) White females, nine (9) Indian males, one (1) Black male, one (1) Asian male,and eighty-eight (88) White males. One (1) male is Wheelchair/Handicapped.

There are 5 Skilled Craft Workers and 11 Technicians in the State Department of Education. This total consists of two (2) Black females, five (5) White females, and nine (9) White males, one (1) of which is a Disabled Veteran.

There are 51 Para-Professionals in the State Department of Education. This total consists of forty-five (45) White females, two (2) Indian females, two (2) Black females, one (1) Hispanic female, (one White female Wheelchair/Handicapped), and one (1) white male.

There are 109 Office/Clerical employees in the State Department of Education. This total consists of eight (8) Black females, three (3) Indian females, ninety-eight (98) White females, and no males.

In summary, the employment data of June 30, 1983, shows 546 employees of which 70% are female with 7% being minority; and 30% are male of which 3% are minority. 10% of total staff are minority. There are also several handicapped employees in the department which this year's charts do not show.

A continuing evaluation of staff shows that 70% of White employees are female with 30% being male; Black employees, 90% female and 10% male; American Indian employees, 64% female and 36% male; Spanish American staff is 100% female; and Other shows 50% for male and 50% for female.

Of total staff, 70% are female and 30% are male.

On July 1, 1981, six (6) additional Regional Education Service Centers were placed under the State Department of Education with a total of 49 additional employees of which 8 were male, 41 were female and with few minorities. In FY '82 the overall department increase was 54 females and 3 males. These additions are continuing to show up in the make-up of the department. This may take several years to overcome.

Between June 30, 1982, and June 30, 1983, the State Department of Education has promoted 46 times. Of this number, 30 or 65% were female and 16 or 35% were male. Overall, 7 or 15% of these promotions were minority: (8% of total female staff, 6% of total male staff, and 13% of total minority staff).

Comparison tables show make-up of the Department of Education and the state-wide workforce. Another shows an evaluation of staff by sex and by race for the years 1982 and 1983. A comparison is made between the two years to show gains or losses made in minority employees.

5. UTILIZATION/AVAILABILITY ANALYSIS

The following tables are self-explanatory. Evaluations of makeup of staff is shown by race and sex, and in numbers and by percentages.

State of Oklahoma, Table 2. Employment Status by Sex and Minority is printed on the next page. This table is taken from the 1983 MANPOWER INFORMATION FOR AFFIRMATIVE ACTION PROGRAMS and is used in all comparison charts except the Workforce Comparison Figures, June 30, 1982 and June 30, 1983.

STATE OF OKLAHOMA

Table 2. Employment Status by Sex and Minority Status
1982 Annual Average 1/

Sex and Minority Status	Work Force	Employed	Unemployed	Percent Distribution			Unemployment Rate
				Work Force	Employed	Unemployed	
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
Both Sexes							
1. TOTAL	1,467,000	1,384,000	83,000	100.00	100.00	100.00	5.7
2. White	1,292,430	1,228,470	63,960	88.28	88.76	77.07	4.9
3. Black	84,920	75,420	9,500	5.70	5.45	11.44	11.2
4. American Indian	69,690	61,740	7,950	4.67	4.46	9.57	11.4
5. Other Races	19,960	18,370	1,590	1.35	1.33	1.92	8.0
6. Spanish American	23,230	21,120	2,110	1.57	1.52	2.55	9.1
7. Minority Group*	197,800	176,650	21,150	13.29	12.76	25.48	10.7
Female							
8. TOTAL	612,200	574,800	37,400	100.00	100.00	100.00	6.1
9. Percent of Both Sexes	41.67	41.53	45.01	xxx	xxx	xxx	xxx
10. White	531,740	502,620	29,120	87.02	87.44	77.85	5.5
11. Black	42,580	37,970	4,610	6.86	6.61	12.32	10.8
12. American Indian	29,440	26,490	2,950	4.75	4.61	7.89	10.0
13. Other Races	8,440	7,720	720	1.37	1.34	1.94	8.5
14. Spanish American	9,080	8,130	950	1.46	1.41	2.55	10.5
15. Minority Group*	89,540	80,310	9,230	14.45	13.97	24.70	10.3

Note. *Sum of Spanish American and all races except white. Some duplication possible since Spanish American may include nonwhite races in addition to white.

1/ Data as reflected in this table are based on 1980 Census reports for the county and Oklahoma Employment Security Commission data.

WORK FORCE ANALYSIS

DEPARTMENT: State Dept. of Education LINE OF PROGRESSION: Highest to Lowest AS OF: June 30 19 83

Job Categories	TOTAL NUMBER EMPLOYEES	MALE						FEMALE						TOTAL MINORITIES
		TOTAL	WHITE	BLACK	AS/PI	AI/AN	HISPANIC	TOTAL	WHITE	BLACK	AS/PI	AI/AN	HISPANIC	
Officials/Administrator	83	54	52	1		1		29	24	2		2	1	7
Professionals	287	99	88	1	1	9		188	172	4	1	11		27
Paraprofessional	51	1	1					50	45	2		2	1	5
Technicians	11	7	7					4	3	1				1
Office Clerical	109	0						109	98	8		3		11
Skilled Craft	5	2	2					3	2	1				1
Totals	546	163	150	2	1	10	0	383	344	18	1	18	2	52

PRESENT STAFFING
FISCAL YEAR 83

AGENCY: State Department of Education

EEO COORDINATOR: Violet G. Keef

DATE: June 30, 1983

Semi-Annual Report
(Annual Report)
(circle one)

JOB CATEGORIES	PRESENT STAFF			MALE					FEMALE				
	TOTAL EMPLOYEES	NO. MIN.	NO. FEM.	WHITE %	BLACK %	HISPANIC %	AS/PI %	AI/AN %	WHITE %	BLACK %	HISPANIC %	AS/PI %	AI/AN %
OFFICIALS/ ADMINISTRATORS	83	7	29	62.66	1.20			1.20	28.92	2.41	1.20		2.41
PROFESSIONALS	287	27	188	30.66	0.35		0.35	3.14	59.93	1.39		0.35	3.83
TECHNICIANS	11	1	7	63.64					27.27	9.09			
PROTECTIVE SERVICES													
PARA-PROFESSIONALS	51	5	50	1.96					88.24	3.92	1.96		3.92
OFFICE/ CLERICAL	109	11	109						89.91	7.34			2.75
SKILLED CRAFT	5	1	3	40.00					40.00	20.00			
SERVICE/ MAINTENANCE													
TOTALS	546	52	383	27.47	0.37		0.18	1.83	63.00	3.30	0.37	0.18	3.30

STATE DEPARTMENT OF EDUCATION

STAFF

AS OF JUNE 30, 1983

PERCENTAGE OF WORKFORCE BY RACE & SEX

Minority Status	MALE		FEMALE		TOTALS	
	Number	Percent	Number	Percent	Number	Percent
White	150	27.47	344	63.00	494	90.48
Black	2	0.37	18	3.30	20	3.66
American Indian	10	1.83	18	3.30	28	5.13
Spanish American			2	0.37	2	0.37
Other	1	0.18	1	0.18	2	0.37
TOTAL MINORITY	13	2.38	39	7.14	52	9.52
TOTAL	163	29.85	383	70.15	546	100.00

PERCENTAGES OF MALE & FEMALE BY RACE

Minority Status	MALE		FEMALE		TOTALS	
	Number	Percent	Number	Percent	Number	Percent
White	150	30.36	344	69.64	494	100
Black	2	10.00	18	90.00	20	100
American Indian	10	35.71	18	64.29	28	100
Spanish American			2	100	2	100
Other	1	50.00	1	50.00	2	100
TOTAL MINORITY	13	25.00	39	75.00	52	100
TOTALS	163	29.85	383	70.15	546	100

COMPARISON WITH OKLAHOMA WORKFORCE

Minority Status	Statewide Workforce Male Number	Statewide Workforce Male Percent	St. Dept. of Educ. Percent	Statewide Workforce Female Number	Statewide Workforce Female Percent	St. Dept. of Educ. Percent	TOTALS - BOTH SEXES Statewide Number	TOTALS - BOTH SEXES Statewide Percent	TOTALS - BOTH SEXES St. Dept. of Educ. Number	TOTALS - BOTH SEXES St. Dept. of Educ. Percent
White	760,690	51.85	27.47	531,740	36.24	63.00	1,292,430	88.28	494	90.47
Black	42,340	2.89	0.37	42,580	2.90	3.30	84,920	5.79	20	3.66
American Indian	40,250	2.74	1.83	29,440	2.01	3.30	69,690	4.75	28	5.13
Spanish American	14,150	0.96	0.00	9,080	.62	0.37	23,230	1.58	2	0.37
Other	11,520	0.79	0.18	8,440	0.57	0.18	19,960	1.36	2	0.37
TOTAL MINORITY	108,260	7.38	2.38	89,540	6.10	7.14	197,800	13.48	52	9.53
TOTAL	854,800	58.27	29.85	612,200	41.73	70.15	1,467,000	100.00	546	100.00

Statewide figures taken from Table 2, "Employment Status by Sex and Minority Status, 1982 Annual Average," 1983 MANPOWER INFORMATION FOR AFFIRMATIVE ACTION PROGRAMS, published by the Oklahoma Employment Security Commission.

According to Oklahoma State Employment Service information, some duplication is possible since Spanish American may include nonwhite races in addition to white.

STATE DEPARTMENT OF EDUCATION

WORKFORCE COMPARISON OF

June 30, 1982 and June 30, 1983

Minority Status	MALE 1982 Number	MALE 1982 Percent	MALE 1983 Number	MALE 1983 Percent	Gain or Loss	FEMALE 1982 Number	FEMALE 1982 Percent	FEMALE 1983 Number	FEMALE 1983 Percent	Gain or Loss	TOTALS 1982 Number	TOTALS 1982 Percent	TOTALS 1983 Number	TOTALS 1983 Percent	Overall Gain of Loss of Employees
White	147	27.27	150	27.47	+.20	338	62.71	344	63.00	+.29	485	89.98	494	90.48	+9
Black	2	.37	2	0.37		18	3.34	18	3.30	-.04	20	3.71	20	3.66	No Change
American Indian	10	1.86	10	1.83	-.03	19	3.52	18	3.30	-.22	29	5.38	28	5.13	-1
Spanish American	-0-					2	.37	2	0.37	0	2	.37	2	0.37	No Change
Asian American	2	.37	1	0.18	-.19	1	.19	1	0.18	-.01	3	.56	2	0.37	-1
TOTAL MINORITY	14	2.60	13	2.38	-.22	40	7.42	39	7.14	-.28	54	10.02	52	9.52	-2
TOTALS	161	29.87	163	29.85	-.02	378	70.13	383	70.15	+.02	539	100.00	546	100.00	*+7

* 7 Employees Net Change
Minorities -2
Whites +9

1982 - 10.02% Minorities
1983 - 9.52% Minorities

** In past years handicapped employees have been counted in the minority count. This year there are no comparison figures for handicapped employees and no true count of handicapped employees in the department, although we have several.

STATE DEPARTMENT OF EDUCATION

AFFIRMATIVE ACTION PLAN DEVELOPMENT

UNDERUTILIZATION ANALYSIS

EEO-4 ALL CATEGORIES: _____

	% GROUP IN AGENCY WORKFORCE (a)	% GROUP IN CIVILIAN LABOR FORCE (b)	UNDER-REPRESENTATION INDEX ($\frac{a}{b}$ X 100)	UNDER-REPRESENTATION (100 - UI = U)
White Male	27.47	51.85	53	47
White Female	63.00	36.25	174	-74
Black Male	0.37	2.89	13	87
Black Female	3.30	2.90	114	-14
Hispanic Male	0.00	.96	0	100
Hispanic Female	0.37	.62	60	40
AS/PI Male	0.18	.78	23	77
AS/PI Female	0.18	.57	32	68
AI/AN Male	1.83	2.74	67	33
AI/AN Female	3.30	2.01	164	-64

V

PROJECTION/GOAL SHEET

FOR FY '84

HIRES

JOB CATEGORIES	TOTAL EMPLOYEES	ANTICIPATED VACANCIES	GOALS									
			MALE					FEMALE				
			WHITE %	BLACK %	HISPANIC %	AS/PI %	AI/AN %	WHITE %	BLACK %	HISPANIC %	AS/PI %	AI/AN %
OFFICIALS/ ADMINISTRATORS	83	3							0.55	0.37	0.18	
PROFESSIONALS	287	16		1.10	0.73	0.37	0.55			0.37	0.37	
TECHNICIANS	11	3								0.18	0.18	0.18
PROTECTIVE SERVICES												
PARA PROFESSIONALS	51	7	0.55	0.37	0.18	0.18	0.18					
OFFICE/CLERICAL	109	12	0.55	0.55	0.37	0.37	0.37					
SKILLED CRAFT	5	1		0.18								
SERVICE/MAINTENANCE												

-19-

6. PURPOSES AND OBJECTIVES

The purpose of this Affirmative Action Plan is to provide a basis upon which action may be based and referred to or compared with to verify that the State Department of Education is maintaining equal employment opportunity as an agency representing and serving all persons in the State.

The analysis of the State Department of Education's present procedures for maintaining equal employment opportunities revealed no particular problem which needs to be addressed by an objective. However, indications from the work force data point toward some considerations related to affirmative action. The problems seem to be underrepresentation of females in administrative positions; underrepresentation of males in technical, para-professional, and clerical areas; and underrepresentation of minority members in all job categories. (In relation to population, more opportunities are needed for Spanish American, Black, Asian American, and others in that order.) Other problems are present, but are not entirely or directly controlled by the State Department of Education. These are the lack of career ladder (and lattice) promotion opportunities, upward mobility between job categories, and lack of positions and funding to promote equally qualified candidates. Several reasons appear for the lack of control in these other problem areas. Among them are: the small size of the agency in comparison with the varied roles within the educational system which makes each position somewhat unique; slow turnover in the agency; lack of appropriate inter-category job positions in Office of Personnel Management Classifications; specific position funding; and limited promotional funds allocated by the legislature.

To address these problems our current Affirmative Action Plan has the following goal: Increase minority representation in all job categories as persons representing different minority groups and with appropriate qualifications apply for position vacancies.

To achieve this goal each personnel component which follows has subordinate objectives and time lines.

(1) JOB STRUCTURING AND UPWARD MOBILITY

(a) Present Policies and Practices

Job structuring is done currently on the basis of job specifications which are written with no biases against any person of any race, color, religion, sex, age, marital status, handicap, or national origin. Job specifications are reviewed periodically to update the qualification criteria to determine that criteria are

commensurate with the functions of the job. The Office of Personnel Management specifications control all classified positions. The Director of Personnel and Affirmative Action works with The Office of Personnel Management to revise specifications when changes are necessary.

Upward mobility has in the past been on an individual basis. The Department has been piloting some situations to allow for more upward mobility and does encourage advancement from within Department personnel for persons achieving the qualification criteria. One big block is the absence of intermediate positions between the classified clerical positions and the positions requiring educational certificates. Again the Director of Personnel and Affirmative Action is working to alleviate that blockage.

(b) Findings

Although the department has no published career lattice to visibly show to employees the relative status of their job classifications, employees are able to find out requirements for any position in the agency by inquiring in the Personnel Office or by watching Bulletin Boards for job postings. Promotional positions are posted for a minimum of five days. Classified positions are controlled by grade and job specifications approved by the Oklahoma Office of Personnel Management. Unclassified positions are controlled by grade and job specifications approved by the State Board of Education. All positions have written job specifications which include minimum qualifications required. Vacant positions are posted on bulletin boards so that all employees have equal opportunity to apply. There is a lack of intercategory positions to allow employees to progress from the bottom to near the top of the organization. However, improvement in this area has been noted.

(c) Objectives

To develop a better career lattice of Department positions.

To work toward establishing more intercategory positions to complete the ladder structure for upward mobility.

To hold inservice workshops and seminars designed specifically to train and develop staff towards career development.

The State Department of Education assures that no person will be denied access to and/or participation in programs conducted by the State Department on the basis of handicapping condition. When necessary, the Department will conduct access studies of facilities to insure that handicapped persons are not denied the benefit of the programs.

(i) Time Table

These objective are already in process and will be a continuous and ongoing process. The June 1984 goal was met by June 1983. Because of budgetary limitations of Fiscal Year 1984, June 1985 will be set for a goal of two new intercategory positions and revisions of the lattice and upward mobility ladder to reflect growth toward completeness of job structure opportunities.

(ii) Activities

.01 Continue a biennial review of job descriptions and position functions to insure that qualification criteria relate to functions.

.02 Work with The Office of Personnel Management to structure and identify entry-level, junior-level, and senior-level positions.

.03 Schedule at least two workshops or seminars for staff per year.

.04 Develop upward mobility guidelines and chart personnel on ladders so employees will be able to evaluate their positions and aspirations.

(2) RECRUITMENT

(a) Present Policies and Practices

Our present policies and practices on recruitment are to advertise any position which becomes vacant, and can be filled, by posting notices with job descriptions on Department public bulletin boards and by mailing these notices to colleges, the Employment Security Commission, the Urban League of Oklahoma City, and to other agencies on request. We keep an active application file. Applications are accepted from anyone who wishes to apply for positions with the Department. These applications are checked for minimum qualifications and are consid-

ered as vacancies arise. Consideration is given, as a matter of practice, toward filling positions with qualified minorities.

(b) Findings

There are more females than males in the Department (see "Analysis of the Organization's Present Work Force"). This can be expected to exist for many years for two reasons - one, it is a reflection of the total field of education. There are more women than men in education. Two, as an administrative agency there is an above normal need for more clerical help than for other kinds of agencies. More clerical jobs are filled by women.

In comparison by position category in the Department there are more men than women in administrative and technical positions, but more women than men in all other positions: clerical, para-professional, and professional. The administrative category is showing improvement.

In relation to ethnic and racial representation there is underrepresentation of Black males in administrative and professional positions, and no representation in para-professional, technical, or clerical positions. Black females have fair representation in all categories. Indian males are underrepresented in para-professional and technical positions. There are few Indian females and no Indian males in clerical positions. Both Spanish and Asian (male and female) are underrepresented in all categories.

Turnover of staff is approximately 12% per year. Of this turnover, 9% is in the administrative and 46% in the professional areas. The clerical category accounts for 28%. About 6% occurs in the technical and skilled craft workers and 11% in para-professional areas. New employees are recruited to try and change the ethnic-racial representation, and the male representation in clerical, technical, and para-professional categories. However, our turnover does not allow us to make many new opportunities available for some of the needed improvements.

Our desired goals are also hampered by the fact that the Legislature specifies the number of positions (based upon current employment) the Department may have, and by the fact that qualified Blacks have consistently been able to get more money for less time in other agencies than positions pay in our Department.

Regardless of these findings, we are making progress.

(c) Objectives

To make improvement in the recruitment of new employees to such an extent that 25 percent of new employees for various vacated positions will improve the Department's Affirmative Action status.

(i) Time Table

Approximately nine new employees hired during 1984 Fiscal Year should contribute to improved representation of various groups. Such progress would mean that by approximately 1988 appropriate representation would be a leading characteristic of Department personnel.

(ii) Activities

.01 Develop a recruitment priority list of kinds of employees needed by sex and ethnicity to be more representative of the general Oklahoma population. Distribute the list to all administrators so that they are aware of the Department's recruitment needs. Keep it updated.

.02 Increase the number of recruitment sources contacted during year to disseminate job opportunity announcements.

.03 Encourage job applicants by counseling, providing orientation, assisting with application details, introducing them to the actual work situation, giving them an opportunity to talk with others in the Department.

.04 Providing unsuccessful applicants, upon request, suggestions for improving their chances of being employed by the Department at some future opportunity.

.05 Providing employees information on promotional opportunities as a regular recruitment function.

.06 Train supervisory interviewers on Affirmative Action requirements.

(3) SELECTION, APPOINTMENT, AND PLACEMENT

(a) Present Policies and Practices

The Deputy Superintendent and the Superintendent of Public Instruction have responsibility for developing final recommendation for hiring new employees and promoting current employees. They receive recommendations from subordinate administrators in relation to all applicants. Before selection, applicants are usually interviewed by at least three administrators. After all interviews are conducted, administrators agree on the most qualified applicant and the Director of Personnel Services notifies the successful candidate. If the candidate rejects the opportunity then the next preferred candidate is selected. Vacancies are so few that placement is for a specific vacancy rather than on the basis of matching many applicants with many position openings. Qualifying tests are not usually given by the Department, the Office of Personnel Management administers those. Qualification criteria for all other positions not tested are on the basis of education, experience, training, and job-related questions posed during interviews. Rejected applicants are notified when the position is filled, and, if they request it, reasons are given for their not being chosen.

(b) Findings

Administrators are not always aware of the written job specifications for a position under their supervision even though they know the kind of work which needs to be done. Otherwise, the selection, appointment, and placement process precludes actual discrimination except on the basis of job qualifications. Most of our supervisory administrators have received training in human relations and are aware of the needs for support by minority, women, handicapped, and older workers.

(c) Objectives

To continue job analysis (also an objective activity under "Job Structuring and Upward Mobility") for appropriate qualification requirements.

To monitor appointment process for possible improvements in manager-applicant relationships.

(i) Time Table

An annual job analysis is to be completed by June of each year. Vacant positions are to be analyzed prior to hiring new employees, transferring, or promoting current employees.

Appointments made will be monitored and records kept as they occur.

(ii) Activities

.01 Biennial job analysis and also as vacancies occur. Administrator affected will be sent job description for review and recommendations to up-date qualification requirements and remove unnecessary restrictions.

.02 Director of Personnel and Affirmative Action will cooperate with the Office of Personnel Management to analyze instruments used for qualification.

.03 Records will be kept of why qualified job applicants were rejected.

.04 Supervising Administrators will be given in-service training on interview techniques and Affirmative Action Plan policies on selection, appointment, and placement.

(4) OTHER PERSONNEL ACTION

(a) Present Policies and Practices

The Department has an established grievance policy (see Part 8 of this document). All employees have opportunity and access to all levels of counseling and administration in the system with guaranteed access to outside appeal processes.

Performance evaluations are made of all personnel annually. These evaluations are designed to cover the full range of the employee's (including administrative employees) responsibility.

No discriminatory basis may be found in the policies and practices relating to employee benefits.

All transfers and terminations are reviewed to determine reasons given for such transfers. Work conditions are continually checked by administrators to assure equitable facilities for workers.

(b) Findings

Department employees have full access to all communication and participation opportunities needed for full EEO compliance and nondiscriminatory access to all employee benefits.

Performance evaluation of supervisors considers Affirmative Action Plan as a part of general responsibility. No special recognition is given for superior EEO accomplishment. Such action would discriminate against those who are doing outstanding EEO work without making an embarrassingly noticable issue of it.

Transfers and terminations are fully analyzed in interviews.

(c) Objectives

To continue valid affirmative action processes in all personnel relationships.

(i) Time Table

Continuing.

(ii) Activities

.01 Make a record of grievance and counseling opportunities.

.02 Make recommendations for improving leave policies, retirement plans, insurance programs, and other benefits as the opportunity arises and as employees register problems about such benefits.

.03 Record and analyze reasons given for transfer and termination. Get viewpoints from other involved parties.

(5) TRAINING

(a) Present Policies and Practices

The State Department of Education has a policy of staff development training designed to improve the skills and knowledge of all employees.

Input from those to receive training is generated and special programs are designed to meet their needs.

(b) Findings

Training in the Department has included such things as human relations, group process skills, clerical skill development; organizational development, pressure and influence, communication skills, and department function sessions. Sessions are open and all employees are expected to attend. Other special training is conducted as needed. EEO administrator training has already been addressed in "Selection, Appointment, and Placement."

(c) Objectives

To continue to improve the employees' skills and knowledge that they may be ready for advancement when opportunity arises and that their contribution to the success of the Department activities may be greater.

(i) Time Table

Continuing.

(ii) Activities

.01 Orient administrators to EEO programs, policies, and procedures.

.02 Review need for training in specific skills for employees to increase their qualification for upward mobility.

.03 Evaluate staff development training activities to orient future activities towards needs.

.04 Continue annual employee involvement in determining staff development needs.

7. STATE DEPARTMENT OF EDUCATION

GRIEVANCE PROCEDURE

1-1.0 Procedures for Processing and Resolving Discriminatory and/or Administrative Complaints

1-1.1 Purpose

1-1.1a Ensure that employees and/or applicants shall have a prompt review, impartial consideration and equitable disposition of their grievance including alleged discrimination based on race, color, religion, sex, national origin, handicap, or age. Employees presenting a grievance or complaint in good faith and in a reasonable manner shall be free from restraint, interference or reprisal.

1-1.1b Employees are encouraged to discuss problems with their supervisor, thereby providing an opportunity for reaching an agreement and making adjustment, if necessary, in order to alleviate and resolve the grievance.

1-1.1c Applicants may discuss problems with the State Department of Education Personnel Director.

1-1.1d Such discussion should lead to better employee/supervisor understanding of policies, procedures and practices.

1-1.2 Policy

1-1.2a It is the policy of the State Education Agency that all persons be given opportunity, through established procedures, to resolve in a timely manner complaints or grievances which they believe adversely affect their employment or working conditions.

1-1.2b Efforts will be made to settle complaints or grievances of substance as quickly as possible. The grievance procedure is not intended to become a barrier to the supervisor/employee relationship.

1-1.2c Grievances are to be submitted in writing stating cause(s) for the grievance(s), corrective action desired, and sufficient information upon which to base decisions.

1-1.2d Grievances must be filed within 15 working days subsequent to the date of the alleged discriminatory action.

1-1.3 Definitions

1-1.3a Employee - an individual who is an employee of the State Department of Education.

1-1.3b Applicant - an individual who has applied for employment with the State Department of Education.

1-1.3c Grievance - a complaint by an employee regarding an aspect of his/her employment, including, but not limited to, classification, annual leave, sick leave, dismissal, suspension, promotion, demotion, disciplinary actions or any other work related problem including alleged discrimination based on race, color, religion, sex, national origin, handicap, or age.

1-1.3d Grievance Review Committee - a committee composed of five employees chosen by lottery from a pool of 30 employees designated by the State Superintendent. Individuals who work in the aggrieved employee's section are ineligible to serve on the committee.

1-1.3e Day - all working days excluding Saturdays, Sundays, and holidays.

1-1.4 Procedures

1-1.4a The entire grievance procedure shall be completed within fifteen (15) days after the employee files a written grievance, unless an extension is agreed to by all parties involved, as mandated by 74 O.S. 1982 Supplement, Secs. 841.9(1) - 841.10. Each step of the procedure must reflect the hour, date and proper signature.

1-1.4b Supervisors and employees have frequent discussions of work related problems or disagreements. This grievance procedure is not intended to inhibit these exchanges, but to encourage the resolutions of problems, thus preventing the filing of a formal complaint.

1-1.4c Every employee has the right to be represented by someone of his/her own choosing at each step of this procedure except the initial, informal discussion with the immediate supervisor.

1-1.4d The grievance procedure may be terminated at any stage, should an agreement between parties be reached.

1-1.4e The Secretary of the State Board of Education will issue the Notice of Formal Grievance Form and instructions upon request.

1-1.4f At the time an employee originates a Formal Written Grievance, a file should be established and maintained by the Secretary of the State Board of Education to preserve copies of the Formal Written Grievance document and all accompanying correspondence in compliance with the agency's record retention policy set forth in Oklahoma Statutes Annotated, Title 67, Sec. 201-216, "Records Management Act". Time-lines will be monitored by the Secretary of the State Board of Education.

1-1.4g The record(s) of a Formal Written Grievance will not be included as part of the employee's personnel file in an effort to maintain confidentiality and negate the effects on the employee of possibly prejudicial material contained in a Formal Written Grievance.

1-1.4h The employee shall be responsible for maintaining his/her records regarding the filing of any Formal Written Grievance.

1-1.4i Each employee retains the right to file a complaint with the Ethics and Merit Commission, the Human Rights Commission, the Equal Employment Opportunity Commission or other appropriate entity.

1-1.5 Grievance Procedure Revision Policy

1-1.5a The State Superintendent reserves the right to revise the Grievance Procedure. Any changes will be made public to the employees of the agency before becoming effective, and must be submitted to the Office of Personnel Management for review and approval before becoming effective.

1-1.6 Grievance Review Committee

1-1.6a Selection. The five committee members will be selected by lottery from a pool of 30 State Department of Education employees selected by the State Superintendent. A new grievance committee will be selected to hear each grievance filed. A chairperson shall be selected by the State Superintendent. He/she shall be a non-voting member except in case of tie vote. If a member of the committee becomes a grievant during the term of the committee, he/she shall be replaced by lottery with another member of the pool.

1-1.6b Composition. The pool of State Department of Education employees available for committee work shall be composed of 30 members with an equitable representation of males, females, racial and ethnic minorities, support staff and supervisory personnel. The (40-70) protected age group shall also be included. Pool members will serve for a period of one year from date of selection.

1-1.6c Jurisdiction. The committee shall have jurisdiction to hear administrative grievances or discriminatory complaints made by Department personnel and applicants. Its jurisdiction is restricted to Oklahoma State Department of Education matters. It will not entertain cases already being contested or heard before court or a public agency.

1-1.7 Steps to be followed in filing a Notice of Formal Grievance

1-1.7a Preliminary Step

Prior to the filing of a written complaint, the employee is encouraged to visit with the immediate supervisor and every possible effort should be made to resolve the problem or complaint. Applicants may visit with the Director of Personnel.

1-1.7b Step One - <u>Day One</u>

The employee will complete a written Notice of Formal Grievance and submit it to his/her respective Associate Deputy Superintendent. The Associate Deputy Superintendent will gather information from all parties involved and issue a decision based upon full and fair consideration of all the facts. He will return the decision to the employee in writing no later than two (2) days after the receipt of the written Notice of Formal Grievance which would be the <u>third day</u>.

The same (third) day

The employee should note on the Notice of Formal Grievance Form his/her decision to concur in the Associate Deputy Superintendent's response or to appeal the grievance to the Deputy Superintendent (see Step Two).

If the employee is satisfied with the Associate Deputy Superintendent's response, the grievance may be terminated at this time.

1-1.7c Step Two - Day Four

If the complaint is not resolved satisfactorily in Step One, the employee will notify the Associate Deputy Superintendent noting the rejection of the Associate Deputy Superintendent's response on the Notice of Formal Grievance, and the date the response was rejected. The Associate Deputy Superintendent will record the employee's response and forward the Notice of Formal Grievance to the Deputy Superintendent within one (1) day (Day Four).

The Deputy State Superintendent will investigate the facts of the case and issue a decision based on full and fair consideration of these facts no later than two (2) days after the receipt of the Notice of Formal Grievance. The decision of the Deputy Superintendent will be recorded in the appropriate space on the Notice of Formal Grievance, with the date of the decision noted, and returned to the employee.

The employee shall indicate on the Notice of Formal Grievance his/her decision to concur in the Deputy State Superintendent's response or to appeal the grievance to a higher level of authority (see Step Three).

The date of this decision should also be indicated on the Notice of Formal Grievance. This is the fifth and sixth day of the time period.

If the employee is satisfied with the Deputy State Superintendent's response, the grievance may be terminated at this time.

1-1.7d Step Three - Day Seven.

If the complaint is not resolved at the Deputy State Superintendent's level, the employee will, within one (1) day after rejecting the Deputy State Superintendent's decision, request in writing that the State Superintendent or designee appoint a Grievance Review Committee to impartially review information and make recommendations to the State Superintendent for final decision.

1-1.7e Within two (2) days, Days Eight and Nine, after receiving the employee's written request for a Grievance Review Committee, the State Superintendent or designee will appoint the Grievance Review Committee and present them the grievance for review and recommendation.

The Grievance Review Committee will give due consideration to all information presented to them and will issue their decision based on this consideration. The written findings, recommendations and/or corrective action of the Grievance Review Committee will be dated and submitted to the State Superintendent for final decision within no more than two (2) working days

after the committee receives the written grievance appeal from the State Superintendent or designee.

These are the Tenth and Eleventh days of the due process time.

1-1.7f Step Four - Days Eleven thru Fifteen

The State Superintendent will then make a final decision regarding the grievance as a result of the information presented. The written findings will be signed and dated by the State Superintendent and sent to all involved parties within five (5) days.

Title 74 O.S. 1982 Supplement, Secs. 841.9 - 841.10 requires that state agencies establish and adopt an employee grievance procedure. This State Department of Education plan meets the Statutory Requirements.

Leslie Fisher
State Superintendent

8. **EQUAL EMPLOYMENT OPPORTUNITY COMMISSION**

STATE AND LOCAL GOVERNMENT INFORMATION (EEO-4)

EXCLUDE SCHOOL SYSTEMS AND EDUCATIONAL INSTITUTIONS

(Read attached instructions prior to completing this form)

APPROVED BY OMB 3046-0019

DO NOT ALTER INFORMATION PRINTED IN THIS BOX

MAIL COMPLETED FORM TO

A. TYPE OF GOVERNMENT (Check one box only)

☒ 1. State ☐ 2. County ☐ 3. City ☐ 4. Township ☐ 5. Special district

☐ 6. Other (Specify) _____

B. IDENTIFICATION

1. NAME OF POLITICAL JURISDICTION (If same as label, skip to Item C)

Oklahoma State Department of Education

EEOC USE ONLY A

2. Address - Number and Street	CITY/TOWN	COUNTY	STATE/ZIP	EEOC USE ONLY
Oliver Hodge Education Bldg. 2500 North Lincoln Boulevard	Oklahoma City	STATEWIDE SUMMARY	OK 73105	B

C. FUNCTION

(Check one box to indicate the function(s) for which this form is being submitted. Data should be reported for all departments and agencies in your government covered by the function(s) indicated. If you cannot supply the data for every agency within the function(s), please attach a list showing name and address of agencies whose data are not included.)

	1. FINANCIAL ADMINISTRATION. Tax assessing, tax billing and collection, budgeting, purchasing, central accounting and similar financial administration carried on by a treasurer's, auditor's or comptroller's office and GENERAL CONTROL. Duties usually performed by boards of supervisors or commissioners, central administrative offices and agencies, central personnel or planning agencies, all judicial officers and employees (judges, magistrates, bailiffs, etc.)		8. HEALTH. Provision of public health services, outpatient clinics, visiting nurses, food and sanitary inspections, mental health, alcohol rehabilitation service, etc.
			9. HOUSING. Code enforcement, low rent public housing, fair housing ordinance enforcement, housing for elderly, housing rehabilitation, rent control.
	2. STREETS AND HIGHWAYS. Maintenance, repair, construction and administration of streets, alleys, sidewalks, roads, highways and bridges		10. COMMUNITY DEVELOPMENT. Planning, zoning, land development, open spaces, beautification, preservation.
	3. PUBLIC WELFARE. Maintenance of homes and other institutions for the needy, administration of public assistance. (Hospitals and sanitariums should be reported at item 7.)		11. CORRECTIONS. Jails, reformatories, detention homes, halfway houses, prisons, parole and probation activities.
	4. POLICE PROTECTION. Duties of a police department, sheriff's, constable's, coroner's office, etc. including technical and clerical employees engaged in police activities.		12. UTILITIES AND TRANSPORTATION. Includes water supply, electric power, transit, gas, airports, water transportation and terminals.
	5. FIRE PROTECTION. Duties of the uniformed fire force and clerical employees. (Report any forest fire protection activities as item 6.)		13. SANITATION AND SEWAGE. Street cleaning, garbage and refuse collection and disposal. Provision, maintenance and operation of sanitary and storm sewer systems and sewage disposal plants.
	6. NATURAL RESOURCES. Agriculture, forestry, forest fire protection, irrigation, drainage, flood control, etc., and PARKS AND RECREATION. Provision, maintenance and operation of parks, playgrounds, swimming pools, auditoriums, museums, marinas, zoos, etc.		14. EMPLOYMENT SECURITY
	7. HOSPITALS AND SANATORIUMS. Operation and maintenance of institutions for inpatient medical care.	XXX	15. OTHER (Specify on Page Four) Education

EEOC FORM 164 OCT 80

PAGE 1

RESPONDENT'S COPY -34-

D. EMPLOYMENT DATA AS OF JUNE 30

(Do not include elected/appointed officials. Blanks will be counted as zero)

1. FULL TIME EMPLOYEES (Temporary employees not included)

JOB CATEGORIES	ANNUAL SALARY In Thousands (000)	TOTAL (COLUMNS B thru K)	MALE					FEMALE				
			NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE	NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE
			WHITE	BLACK				WHITE	BLACK			
		A	B	C	D	E	F	G	H	I	J	K
OFFICIALS ADMINISTRATORS	1 $ 0.1-5.9											
	2 6.0-9.9											
	3 10.0-12.9											
	4 13.0-15.9											
	5 16.0-19.9											
	6 20.0-24.9	2	2									
	7 25.0-32.9	70	39	1			1	24	2	1		2
	8 33.0 PLUS	11	11									
PROFESSIONALS	9 0.1-5.9											
	10 6.0-9.9											
	11 10.0-12.9											
	12 13.0-15.9											
	13 16.0-19.9	13	2					11				
	14 20.0-24.9	241	57	1		1	7	157	4		1	11
	15 25.0-32.9	33	27				2	4				
	16 33.0 PLUS											
TECHNICIANS	17 0.1-5.9											
	18 6.0-9.9											
	19 10.0-12.9	3	2					1				
	20 13.0-15.9	1							1			
	21 16.0-19.9	4	3					1				
	22 20.0-24.9	3	2					1				
	23 25.0-32.9											
	24 33.0 PLUS											
PROTECTIVE SERVICE	25 0.1-5.9											
	26 6.0-9.9											
	27 10.0-12.9											
	28 13.0-15.9											
	29 16.0-19.9											
	30 20.0-24.9											
	31 25.0-32.9											
	32 33.0 PLUS											
PARA PROFESSIONALS	33 0.1-5.9											
	34 6.0-9.9											
	35 10.0-12.9	9						9				
	36 13.0-15.9	31	1					27	1	1		1
	37 16.0-19.9	11						9	1			1
	38 20.0-24.9											
	39 25.0-32.9											
	40 33.0 PLUS											
OFFICE, CLERICAL	41 0.1-5.9											
	42 6.0-9.9											
	43 10.0-12.9	37						30	6			1
	44 13.0-15.9	72						68	2			2
	45 16.0-19.9											
	46 20.0-24.9											
	47 25.0-32.9											
	48 $ 33.0 PLUS											

D. EMPLOYMENT DATA AS OF JUNE 30 (Cont.)

(Do not include elected/appointed officials. Blanks will be counted as zero)

1. FULL TIME EMPLOYEES (Temporary employees not included)

JOB CATEGORIES	ANNUAL SALARY (In thousands 000)	TOTAL (COLUMNS B-K)	MALE					FEMALE				
			NON-HISPANIC ORIGIN					NON-HISPANIC ORIGIN				
			WHITE	BLACK	HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE	WHITE	BLACK	HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE
		A	B	C	D	E	F	G	H	I	J	K
SKILLED CRAFT	49 & 0.1-5.9											
	50 6.0-9.9	1						1				
	51 10.0-12.9	1	1									
	52 13.0-15.9	3	1					1	1			
	53 16.0-19.9											
	54 20.0-21.9											
	55 25.0-32.9											
	56 33.0 PLUS											
SERVICE/ MAINTENANCE	57 0.1-5.9											
	58 6.0-9.9											
	59 10.0-12.9											
	60 13.0-15.9											
	61 16.0-19.9											
	62 20.0-24.9											
	63 25.0-32.9											
	64 & 33.0 PLUS											
65. TOTAL FULL TIME (LINES 1-64)		546	150	2		1	10	344	18	2	1	18

2. OTHER THAN FULL TIME EMPLOYEES (Include temporary employees)

66. OFFICIALS / ADMIN.											
67. PROFESSIONALS	2	1						1			
68. TECHNICIANS	1	1									
69. PROTECTIVE SERV.											
70. PARA-PROFESSIONAL	7	4					3				
71. OFFICE / CLERICAL	14	4					10				
72. SKILLED CRAFT	1	1									
73. SERV. / MAINT.											
74. TOTAL OTHER THAN FULL TIME (LINES 66-73)	25	11					13	1			

3. NEW HIRES DURING FISCAL YEAR - Permanent full time only JULY 1 - JUNE 30

75. OFFICIALS - ADMIN.											
76. PROFESSIONALS	39	10	1	1	1	2	21	1		1	1
77. TECHNICIANS	4	4									
78. PROTECTIVE SERV.											
79. PARA-PROFESSIONAL	7	1					6				
80. OFFICE / CLERICAL	20						19	1			
81. SKILLED CRAFT	1	1									
82. SERV. / MAINT.											
83. TOTAL NEW HIRES (LINES 75-82)	71	16	1	1	1	2	46	2		1	1

REMARKS (List National Crime Information Center (NCIC) numbers assigned to any Criminal Justice Agencies whose data are included in this report.)

*** INCLUDE LIST OF AGENCIES IN THIS FUNCTION ***

CERTIFICATION. I certify that the information given in this report is correct and true to the best of my knowledge and was reported in accordance with accompanying instructions. (Willfully false statements on this report are punishable by law, U.S. Code, Title 18, Section 1001.)

NAME OF PERSON TO CONTACT REGARDING THIS FORM	TITLE
Violet G. Keef	Director of Personnel Services
ADDRESS (Number and Street, City, State, Zip Code) State Department of Education Oliver Hodge Education Building 2500 N. Lincoln Boulevard Oklahoma City, OK 73105	TELEPHONE NUMBER AREA CODE (405) 521-3977

DATE	TYPED NAME / TITLE OF AUTHORIZED OFFICIAL	SIGNATURE
	Violet G. Keef Director of Personnel Services	

Approved by the State Board of Education 9-29-83

Dr. Leslie Fisher, State Superintendent of Public Instruction
Burl Bartlett, Kingfisher
R. E. Carleton, Purcell
E. L. Collins, Idabel
Barbara Johnson, Owasso
Seay Sanders, Midwest City
Dr. C. B. Wright, Stroud